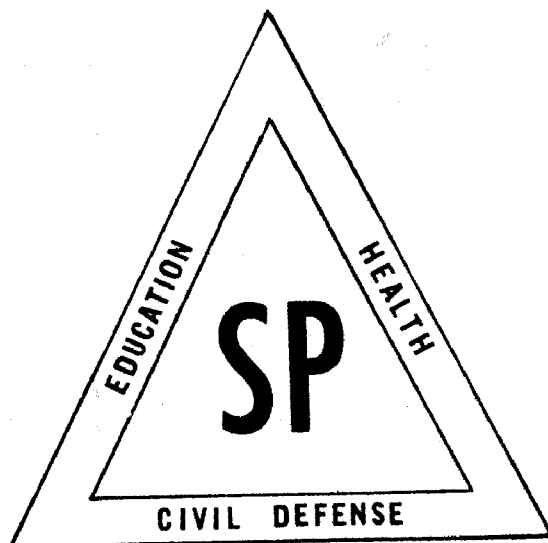


S-19

Surplus Property

THE FEDERAL DONATION PROGRAM IN MARYLAND

Opportunities
Objectives
Responsibilities



Prepared by

Maryland State Agency for Surplus Property
College Park, Maryland

State of Maryland
Theodore R. McKeldin
Governor

July, 1957

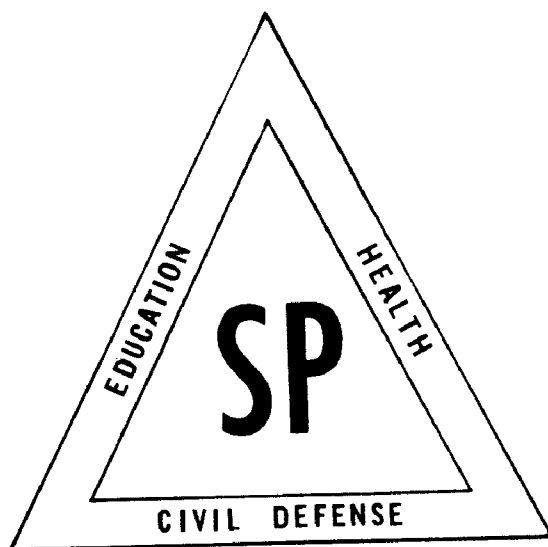
University of Maryland
Wilson H. Elkins
President

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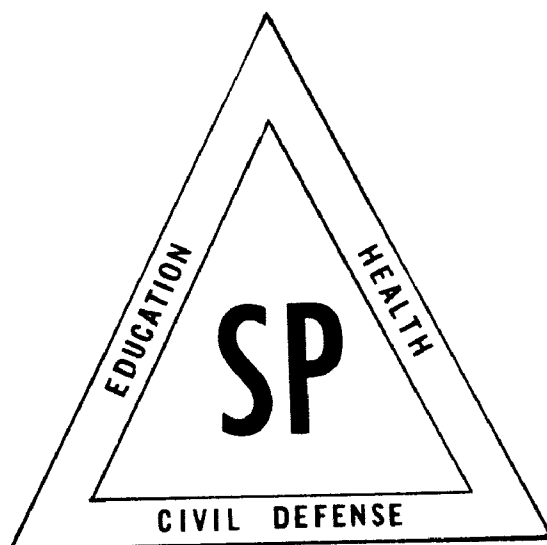
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Wilson H. Elkins
President

In presenting this manual, it is desired to pay tribute to three men whose deep concern for the general welfare of the State of Maryland, and whose support of the Surplus Property Donation Program, are responsible for the establishment of the Maryland State Agency for Surplus Property, and for its successful operation. In recognition of their helpfulness, this volume is gratefully dedicated to:

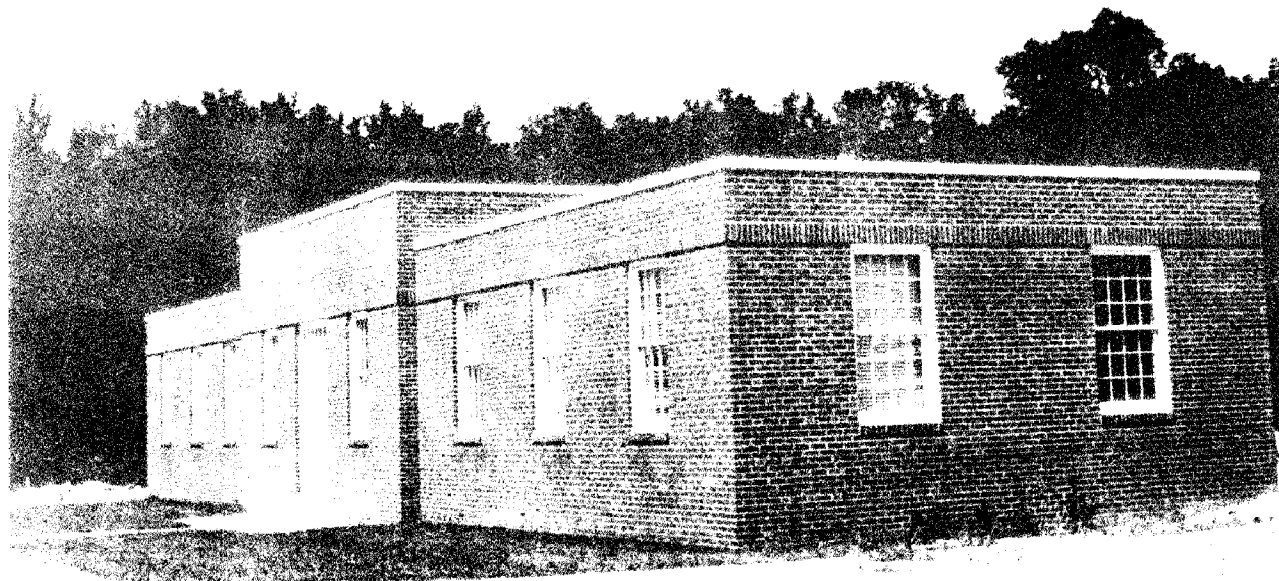
Hon. Theodore R. McKeldin, Governor
State of Maryland

Mr. James G. Rennie, Director
Department of Budget & Procurement

Dr. Wilson H. Elkins, President
University of Maryland

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**SURPLUS PROPERTY BUILDING
UNIVERSITY OF MARYLAND CAMPUS
COLLEGE PARK**

**Administrative Headquarters of the
Maryland State Agency for Surplus Property**

The purpose of this publication is to provide information for those who want to know how the Federal Surplus Property Donation Program operates in the State of Maryland--the requirements for admission; the responsibilities which participation involves; and the procedures through which property is distributed.

HEALTH - EDUCATION - CIVIL DEFENSE

Section 1(A)--MARYLAND STATE AGENCY FOR SURPLUS PROPERTY: HISTORY, AUTHORITY AND OBJECTIVES

The present Maryland State Agency for Surplus Property was established on January 20, 1955, by an Executive Order of the Governor of Maryland, approving a proposed Plan of Operation submitted by the President of the University of Maryland. This plan has since been revised and expanded in order to bring Civil Defense units into the State program.

The Agency is sponsored, as a public service, by the University of Maryland, and is operated as a separate, semi-autonomous, and wholly self-supporting unit of the University. Under the approved Plan of Operation, responsibility for determining operating policies and procedures is vested in a State-wide Advisory Board, the membership of which will be found on the inside of the front cover.

The Agency was created, and exists, for the specific purpose of serving as a procurement and distribution organization to enable eligible tax-supported and non-profit educational and health agencies, and Civil Defense units, in Maryland, to take advantage of the opportunities provided by various Acts of Congress, to secure, on a donation basis, valuable surplus federal property.

Federal laws relating to surplus property provide that in each State there shall be a single State Agency for Surplus Property, whose function it is to procure and distribute, on a fair and equitable basis, available federal surplus property, to eligible donees.

The State Director of Surplus Property in each State is regarded as the accredited representative of the Federal Government in that State, with full authority to inspect and select for donation, in the name of the Federal Government, such items as are usable and needed in the State Program.

All property in the custody of the State Agency is Federal property until such time as it is turned over to, and receipted for by an authorized representative of an eligible donee institution.

Section 1(B)--ORGANIZATION OF THE AGENCY

On the following page will be found a chart indicating in detail the organization of the Maryland Agency. The physical facilities of the Agency as of July, 1957, are as follows:

Administrative Offices--Telephones: Union 4-2878 Warfield 7-3800 Ext. 554

Mail Address: Box 206, College Park, Maryland

Located in an attractive new red brick building, known as the SURPLUS PROPERTY BUILDING, in the Northeast section of the University of Maryland campus, at College Park, Maryland. The University is on the Washington-Baltimore Boulevard (Route # 1) approximately 9 miles from the center of Washington, D. C., and 30 miles from Baltimore, Md. If driving on the Washington-Baltimore Parkway, use Greenbelt exit if coming from Baltimore, and East Riverdale exit, if coming from Washington, D. C.

The Surplus Property Building is about 2 blocks from the Northeast entrance to the University campus. After leaving the boulevard, drive about $\frac{1}{2}$ a block; then turn right and drive $1\frac{1}{2}$ blocks direct to building.

In addition to serving as an office, this building houses a typewriter repair shop and a room which serves as a distribution point for items of relatively small size and high value. For distribution record purposes, the Surplus Property Building is known as Warehouse No. 1.

Warehouse No. 2 Telephone: Warfield 7-3800 Ext. 353

Located in an H-shaped wooden building, known as the "BB" Building, or Old Nursery School, in the Southwest corner of the University of Maryland campus. A wide variety of items are carried in this building, as indicated on the organization chart.

When desiring to telephone to both the Agency office and this warehouse on the same call, be sure to use the Warfield 7-3800 number. The warehouse is not connected with the Administrative offices on Union 4-2878.

Warehouse No. 3 Telephone: Parkway 5-2759

This is a new concrete block warehouse of 15,000 sq. ft. capacity, located on the grounds of the House of Correction at Jessup, Md. It is on Route 175, about $1\frac{1}{2}$ miles East of the intersection of Route 175 with the Washington-Baltimore Boulevard (Route # 1). It is approximately the same distance West of the Jessup exit of the Baltimore-Washington Parkway. This warehouse is primarily a distribution point for motor vehicles and heavy equipment, but carries a large stock of miscellaneous items.

STATE OF MARYLAND

UNIVERSITY OF MARYLAND

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY

ADMINISTRATION	FIELD OPERATIONS	
Surplus Property Bldg. College Park	General	Warehouses
Records and Accounts Personnel Correspondence Control Register Property Inventory Request File Applications, Rejections and Cancellations Collections Interstate Transfers Reports Statistics Motor Vehicle Titles Notary Public	Screening (Inspection and selection of pro- perty at Federal In- stallations) ----- Transportation (Pickups and Deliveries) ----- Compliance Enforcement ----- Warehouse Supervision	Warehouse No. 2 "BB" Building, Old Nursery School, University of Md. Campus, College Park, Md. ----- Office Furniture Dormitory Furniture and equipment Cafeteria and Kitchen Equip- ment Medical Equipment Athletic Equipment Office Supplies Clothing and yard goods
Typewriter Repair Shop		
Warehouse No. 1 Surplus Property Bldg. College Park, Md. ----- Office Machines Cameras Scientific Instruments Optical Equipment Electronics	Automotive Repair Shop Preparation of Vehicles for distribution (Repairs, Painting, etc.) ----- Maintenance and repair of Agency vehicles	Warehouse No. 3 House of Correction Grounds Jessup, Md. ----- Motor Vehicles (all types) Paint and Varnish Industrial Machines Basic Metals Construction Equipment Hardware Maintenance Equipment Electrical, Plumbing and Heating Equipment & supplies Heavy duty electronic equip. (Transmitters, etc.) Tents, canvas, etc.

Section 1(C)--SUPERVISION OF THE AGENCY

Advisory Board

The names of the members of the State-wide Advisory Board will be found in the front of this pamphlet. This Board was created for the purpose of determining and supervising operating policies and procedures. It gives special attention to seeing that the Agency is efficiently operated; is kept on a sound financial basis; and that it distributes property fairly and impartially on the basis of need and appropriate utilization. Every group of eligible donees in the State is represented on the Board. The Board meets quarterly to review operations of the previous quarter and to consider changes in procedures, improvement of the physical plant, and other pertinent matters.

Department of Health, Education & Welfare

Representatives of the Federal Department of Health, Education and Welfare visit the Agency offices and warehouses periodically to review procedures, finances, operational policies, and warehouse conditions, to insure that the Agency is complying with Federal laws and regulations.

State of Maryland

The State Auditor visits the Agency once a year to audit the Agency accounts. It is on the basis of this audit and the determination of credit balance at the end of the latest fiscal year that the Agency will make its redistribution of excess funds as a dividend or bonus payment. This matter is covered fully under Annual Bonus, (Section 12).

University of Maryland

In addition to the above, the financial operations of the Agency are under continuous scrutiny of auditors in the Comptroller's Office of the University of Maryland. That office acts as custodian of all monies paid to the agency and pays all obligations of the Agency.

Objectives of the Surplus Property Donation Program		
To contribute in every way possible to:		
The <u>education</u> of our youth		
The <u>health</u> of our people		
The <u>defense</u> of our country		
EDUCATION	-	HEALTH - CIVIL DEFENSE

Section 2--NATIONAL OPERATION OF THE DONATION PROGRAM

DHEW: The Surplus Property Utilization Division of the Department of Health, Education and Welfare directs and supervises the national program as it relates to Education and Health donee institutions. In the organizational set-up of DHEW, the State of Maryland is one of the components of Region 3, the headquarters of which are in Charlottesville, Virginia. In addition to Maryland, this region includes the States of North Carolina, Virginia, Kentucky, and West Virginia, and the District of Columbia.

FCDA and DHEW: The Federal Civil Defense Administration has a responsibility for assisting State Civil Defense units in meeting their equipment needs. FCDA has, however, delegated much of its authority as to Surplus Property to the Department of Health, Education and Welfare, in order that procurement and distribution of surplus property for Civil Defense purposes can be integrated into the program for Health and Education donees. FCDA still retains, however, the responsibility for determining what types of property Civil Defense units may obtain; and retains control, also, over the enforcement of compliance restrictions relating to the disposition of surplus property after it has been placed in the hands of Civil Defense organizations. In these respects, therefore, and in the method of determining eligibility, the surplus property program for Civil Defense differs from the program for Health and Education.

FCDA: The Federal Civil Defense Administration regional set-up also differs from that of DHEW. FCDA is organized on an area basis identical with that of the U. S. Army. With respect to Civil Defense, therefore, Maryland is a component of FCDA Region 2, the headquarters of which are in Olney, Maryland. Other States in this Region are Ohio, Pennsylvania, Delaware, Virginia, Kentucky, West Virginia, and the District of Columbia.

GSA: The General Services Administration is one of the largest of the so-called "Independent Agencies" of the Federal Government. It performs the Government's housekeeping duties, such as care and maintenance of public buildings, and it provides such essential services as transportation, public utilities, procurement, and preservation of permanent records. Another of GSA's functions is the disposal of surplus property.

The "Federal Property and Administrative Services Act of 1949", Public Law 152, 81st Congress, created the General Services Administration by the merger of a number of Federal Agencies, and authorized the Administrator of GSA, in his discretion, to donate Federal property for educational purposes, under certain conditions. The original Act has since been amended by succeeding Acts of Congress to include health agencies and Civil Defense organizations.

While in no sense does GSA supervise or direct the donation program, its actions affect the program in a marked degree. It is GSA that determines what "Reported Property" shall be declared surplus to Federal needs and, hence, available for donation. Even after making such determination, GSA must approve every individual transfer or allocation of property by DHEW, and every application submitted by a State Agency Director, through DHEW.

It is GSA, again, that must approve every allocation of or application for "Non-reported Property", even though such property, by GSA's own regulations, is not required to be reported to GSA. If this property were not inspected and applied for by a State Agency, the property would be sold to second-hand or junk dealers, with neither GSA nor the donation program deriving benefit from the property.

GSA officials have been sympathetic with the purposes of the donation program, and have been very helpful in assisting the program in many ways. It is fortunate, indeed, that this is so, because GSA is in a position to influence the program tremendously for good or ill, through the powers conferred upon it by Public Law 152, and amendments.

Section 3--THE NATIONAL ASSOCIATION OF STATE AGENCIES FOR SURPLUS PROPERTY AND ITS RELATION TO THE NATIONAL PROGRAM

While the Federal Department of Health, Education and Welfare is, by law, charged with the responsibility of directing and supervising the Federal Surplus Property Donation Program, Department officials consult and cooperate with State Agency Directors in the development of operating policies and procedures.

All State Directors are members of the NATIONAL ASSOCIATION OF STATE AGENCIES FOR SURPLUS PROPERTY, an organization which was formed soon after World War II to coordinate the efforts of individual States to obtain surplus property and to provide for an equitable distribution to those States in which there were few Federal agencies. At first, States in a single region banded together for these purposes, and later the various regional or area groups were merged into a national organization. The Association is divided into six area groups, the members of which hold several meetings a year to consider national and area problems. The Chairman and Vice-Chairman of each Area group, plus the Chairman, Vice-Chairman, and Secretary-Treasurer of the National Association, constitute the National Committee.

The National Committee of NASASP meets frequently with the Headquarters Staff and the Regional Property Coordinators of the Surplus Property Utilization Division of DHEW, to consider and thresh out on a mutually satisfactory basis problems that affect the donation program. These meetings are often attended by representatives of GSA and FCDA, and occasionally by representatives of the Department of Defense (DOD).

The great success that has attended the donation program since its inception, has been due, in large measure, to the fine working relationship between Federal and State Officials.

The Surplus Property Donation Program is an outstanding example of successful, effective Federal-State cooperation!

Section 4--"SURPLUS PROPERTY"--WHAT IS IT AND WHY DOES THE FEDERAL GOVERNMENT GIVE IT AWAY?

During the years immediately following World War II, most of us became familiar with the term "War Surplus", which was frequently used in referring to the operations of the War Assets Administration. That Agency was in charge of disposal of the vast accumulation of war material of almost every conceivable kind which became surplus to the needs of the military establishments when the war ended.

The words "War Surplus" have little or no present significance, although many people still, mistakenly, regard them as synonymous with "Surplus Property". Practically all of the residue of excess property from World War II and the Korean hostilities has long since been disposed of; yet the quantity of available Federal surplus property seems to be steadily increasing. Why is this so?

There are many reasons for this situation. Just a few will be mentioned here. Even in peace times, Federal Government agencies, both military and non-military, generate tremendous quantities of property in excess of their needs. Some types of property become obsolete rapidly, because of the amazingly fast pace of scientific development. We cannot afford to permit our military forces to have other than the best and most modern equipment. Sometimes, Federal Agencies are abolished or complete their functions, such as happened recently in the case of the Reconstruction Finance Corporation, an extremely important agency during the Depression and World War II days. Sometimes the scope of a Federal agency is drastically reduced. In any organization as enormous as the United States Government, a considerable quantity of property is constantly reaching a point where it is deemed to be beyond economical repair. Changing trends in type and design, such as the increasing substitution of fluorescent lighting fixtures for the incandescent type; the use of steel office furniture in the place of wood, and the development of compact desk type adding machines replacing the older floor type, make available many useful items which institutions that are struggling along with limited funds are glad to obtain.

Even though the Government makes an earnest effort to find Federal utilization for its excess property before declaring it surplus, and thus releasing it for donation or sale; it often happens that, after all known Government needs in an area have been satisfied, many desirable items remain. The high cost of transportation is one of the economic factors which often prevents the transfer of some desirable items from the location of the property to other sections of the country where Government utilization might be obtained, if the cost of transportation were not prohibitive.

It is this residue of property, that the Government itself cannot effectively utilize, which, is by law, made available through the donation program for educational, health, and Civil Defense use.

This is SURPLUS PROPERTY, in the true sense.

Section 5--WHICH GOVERNMENT AGENCIES PROVIDE SURPLUS PROPERTY FOR THE DONATION PROGRAM?

There are a very few Federal activities, usually small ones, which, by law, are not required to participate in the Federal Donation Program, although some of them, like the Atomic Energy Commission, do so. With these exceptions, all Federal Agencies of any and every kind in all of the forty-eight States and four Territories, are required to make their surplus property, both real and personal, available for donation through the prescribed channels.

Because of their large annual appropriations, the Defense Agencies--Air Force, Army and Navy (including the Marine Corps) are the principal sources of supply for the surplus property which the various State Agencies for Surplus Property distribute.

A great deal of property, however, becomes available from non-military sources, such as the numerous installations and activities in and around Washington, D. C., which operate under the direction of the major Departments and the Independent Agencies. For example, most of the furniture which is distributed in Maryland is acquired from non-military agencies in Washington, D. C. The principal sources of supply of medical equipment for the Maryland Agency are the Veterans' Administration and the Public Health Service hospitals. Valuable electronic equipment is often obtained from such agencies as the FBI and the Federal Communications Commission. Scientific equipment, such as meters, microscopes, cameras, etc., often come from the far-flung activities of the Department of Agriculture or the Department of Commerce. Basic metals, and a wide range of miscellaneous items, often come from the U. S. Coast Guard.

One of the recently developed sources of supply of highly desirable surplus property is "Contractors' Termination Inventory". The Department of Defense has numerous contracts with educational and research agencies, and with private manufacturers, for the development or construction of special equipment, or for carrying out scientific projects. When such a contract is terminated, there is usually left over, as a residue, equipment and material furnished by the Government, under the terms of the contract. This property, by DOD regulations, is made available to the donation program. It is rapidly put into effective use by the receiving donee institutions.

CLASSIFICATION OF SURPLUS PROPERTY
Broadly, all surplus property may be divided into three categories: REAL PROPERTY (land and buildings) PERSONAL PROPERTY (equipment and supplies) FOOD (Agricultural surpluses)
THIS HANDBOOK IS DEVOTED ENTIRELY TO PERSONAL PROPERTY, with the exception of Sections 20 and 21 which refer briefly to Real Property and Food.

Section 6—WHO IS ELIGIBLE TO RECEIVE SURPLUS PROPERTY?

The Federal laws relating to surplus property are quite specific in designating the types of institutions which are eligible to participate in the donation program. Unfortunately, many worthy and needy organizations cannot be admitted to the program because they fail to meet the technical requirements of the laws.

Basically, the laws require that, to be eligible, an institution must be either tax-supported or non-profit, and come within one of the following classifications:

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
EDUCATION	HEALTH	CIVIL DEFENSE
School Systems	Medical Institutions	Those Civil Defense
Schools	Hospitals	Organizations estab-
Colleges	Clinics	lished under State Law
Universities	Health Centers	

In referring to these eligibles, the law includes a phrase "including research". This means that the research activities of an institution are equally eligible with the instructional departments in obtaining surplus property.

Health and Education: Educational and Health agencies must meet recognized standards as established by educational and medical rating associations, such as the State Department of Education, State Department of Health, or other competent authority.

The decision as to eligibility of an institution is normally determined individually in each case, after a careful consideration of all pertinent facts, presented in writing, and, if necessary, by a personal inspection of facilities. A few groups, such as the County Public Schools have blanket eligibility, and need not present data to prove eligibility.

Civil Defense: The Director of the Maryland State Agency for Surplus Property has no responsibility whatsoever for determining eligibility for Civil Defense units or their representatives. The Agency accepts without question, as eligible, all Civil Defense units and all individuals certified by the Director of the Maryland Civil Defense Agency. A special Civil Defense form, No. SP-1, is used for the purpose of making such certifications. The form, as certified, bears the signatures of both the County (or Baltimore) Director and the State Civil Defense Director.

The names and addresses of the Civil Defense Directors who make up the State-wide organization will be found on the inside of the back cover of this pamphlet. Local units should apply to their county (or Baltimore City) Director for information as to the program.

The State Civil Defense Agency assigns responsibility to the County (or Baltimore City) Directors for all aspects of the program within their particular jurisdiction, although the State Civil Defense Agency sets standards for eligibility and determines priorities as necessary.

Section 7—NON-ELIGIBLE GROUPS

Some of the types of institutions which are not eligible to receive surplus property through the State Agency Program are as follows:

*Groups of Special Interest to the Department of Defense

Boy Scouts of America
Girl Scouts of America
Campfire Girls
Boys Clubs of America
Civil Air Patrol
**Military and Maritime Academies
*See Section 19

**Technically eligible for donation program in some cases, but usually prefer to obtain property under their higher priority as a "Special Interest Group".

Others

Churches
Sunday Schools
Night Schools
Short Courses
Settlement Houses
Community Centers
Civic Clubs
Veterans' Organizations
Municipalities
YMCA
YWCA
Libraries (unless connected with an eligible institution)
4-H Clubs
***Nursing Homes
***If complete hospital facilities are available, may become eligible as a "Health Agency".

Individuals are not permitted to obtain property under any circumstances for personal use.

The State Tree



MARYLAND has chosen for its tree the White Oak. The magnificent specimen shown here is known as the Wye Oak and is located at Wye Mills on the Eastern Shore.

Section 8--ADMISSION PROCEDURE

The State Agency is anxious to have every eligible institution and organization in the State enrolled in the program, and welcomes applications for admission from any group or agency that feels it is entitled to participate.

Since the admission procedure for Education and Health participants is different from that of Civil Defense units, the requirements for each group will be discussed separately.

Education and Health: The request for admission to the program should be in writing and, if desired, may be made on a special form which can be secured by writing or telephoning to the State Agency office, or can be picked up at any of the Agency warehouses.

The request should contain sufficient information about the institution to enable the Director of the Agency to determine if it meets eligibility requirements.

In the case of a non-profit institution, the letter should include documentary proof of such status. This is best evidenced by a photostatic copy of the Federal tax exemption certificate which was issued to the institution by the Federal Bureau of Internal Revenue. In the same letter, or in a supplementary letter, the institution should inform the State Agency of the names of the individuals that are to represent the institution in obtaining property at Agency warehouses, and who thus obligate the institution for the service charges involved.

The Baltimore City School System and the 23 County Public School Systems are automatically included in the program without presenting evidence of eligibility.

All Catholic educational institutions which are listed in the current Official Catholic Directory are accepted as eligible without presenting other evidence of eligibility.

The Director of the State Agency will acknowledge, in writing, each application for admission. If the application is approved, an account and a file folder will be opened in the Agency's record system, and the applying institution will be notified of the Account number which has been assigned to it. Identification (credit) cards will be made out in the names of the individuals who have been duly authorized to act for the institution in picking up and receipting for property. These cards must be signed by the appropriate institution official, and countersigned by the card holder before they are valid.

Civil Defense: Local units desiring to participate in the program should get in touch with the local County (or Baltimore City) Civil Defense Director for information as to admission requirements. A list of these officials will be found on the inside of the back cover.

Section 9--DISTRIBUTION PROCEDURE

Distribution of surplus property is accomplished in two ways:

- (1) A SPECIAL REQUESTS FILE for relatively scarce items, for which there is a strong demand.
- (2) OPEN WAREHOUSES for items in plentiful supply.

The two methods of distribution will be discussed separately:

SPECIAL REQUESTS

A tremendous quantity and variety of items are available through surplus property sources, but in some cases the quantity of a particular item is not sufficient to care for more than a fraction of the total demand. For this reason, the Agency has established a so-called "Request File" to serve as a place of record of items that are desired by donees and are not available in the warehouses. This file is set up on 5 x 8 cards arranged in exactly the same order, and under the same categories, as the Agency Inventory. Thus, when the person in charge of the Inventory is posting an item for which there might be special requests, she will turn to the corresponding card in the Request File to see if one or more institutions have indicated a need for the item. If so, she will decide, from an evaluation of the requests listed on the card, and with the aid of the Director, if necessary, which institution is in line to obtain the item. She will then send a form postal card notice to the institution advising that the requested item is available for inspection. The institution will be given 10 days to inspect the item and determine whether or not it desires to secure it. If its decision is negative, the item will be offered, in turn, to the other requesting institutions.

Similarly, when the same clerk is recording in the Request File an item contained in a letter from one of the participating institutions, she will check the inventory card on the same item to see whether or not the requested item is in stock. If so, she will advise the appropriate warehouseman to hold the item for 10 days for inspection by the institution named. The procedure is the same in either case, whether action is initiated from the Inventory File or the Request File.

OPEN WAREHOUSES

Experience in surplus property operations over a period of more than ten years has proved that by far the best method of taking fullest advantage of surplus property opportunities, both for a State and for individual institutions, is to keep warehouses constantly open during working hours, and permit institutional representatives to acquire property at their convenience. The Maryland Agency operates on this basis for all items in relatively plentiful supply; in other words, it operates a big general store.

There is no question that persons who visit the warehouses often, have an opportunity to make a better selection of property than those who come infrequently. Because of this situation, which gives special advantage to institutions located near to the warehouses, the Agency staff attempts to compensate for the disadvantageous position in which far away institutions are placed, by giving special consideration to written requests from this latter class of donees, and by reserving items for them to pick up when they do visit the warehouses.

All Agency warehouses are open five days a week--Monday through Friday--from 8:00 A. M. to 4:00 P. M. Authorized card holders are free to bring advisers with them to assist in selecting property, but no property will be issued except to an authorized card holder. Unauthorized persons connected with eligible institutions may select property and request that it be held in reserve until such time as an authorized representative of the institution can visit the warehouse to sign an official receipt for same.

When an accredited institutional representative has selected property and is ready to remove it, the property will be listed on a serial-numbered Warehouse Receipt. Distinctly different colors are used for the receipts covering issues to Health and Education donees from those used for Civil Defense donees. For Health and Education, the receipts come in sets of three; for Civil Defense, in sets of five. Copies of the receipts are always on file for inspection at the Agency's offices, in the event the institutional copy has become lost or mislaid. Donees are urged to retain their copies of the warehouse receipts for use in checking monthly invoices.

Special Certification for \$2,500 or over items: About 95 per cent of the property distributed has an initial acquisition cost of less than \$2,500 per unit. In the comparatively rare cases when an item having an acquisition cost of \$2,500 or more is concerned, the representative of the receiving institution will be required to sign a special certification covering each item in this category. This is because items \$2,500 and over in initial cost to the Government are subject to compliance regulations of the Federal Government; whereas, items under \$2,500 in acquisition cost are subject only to State requirements. Complete information concerning these two types of compliance responsibility will be found in Section 15.

"Will Call" Department: The Agency, as a convenience to its patrons, is glad to hold items in a "Will Call" cage for a short time after property has been selected. However, such property should be picked up as soon as possible because space is limited and only a small amount of this type of service can be rendered. If property, thus held, is not picked up within 10 days, it will be put back in stock for selection by other eligible donees.

Wholesale Lots: Some of the larger institutions are able to take property in trailer-load quantities. In cases where there is sufficient property on hand to distribute in large quantities, special arrangements can be made as to service charge and for delivery direct to the donee institution. This applies usually to such items as desks, chairs, file cases, beds, and occasionally to electronics, paper, clothing, and heavy pipe.

Adjustments and Return of Property: Federal regulations require that all property be issued on an "as is", "where is" basis, and donees in accepting property sign a certification to this effect. However, the Agency desires to treat all participants fairly, and if a manifest error has occurred in distribution, or the circumstances are such as to justify waiving this certification, the Agency may permit an item to be returned for credit. The amount of such credit will be determined on the basis of the length of time the property has been used by the donee and other pertinent factors. All requests for the privilege of returning property must be made in writing by the donee, and approved, in writing, by the State Agency Director.

No Tipping, Please! Agency warehouses are operated by employees who are adequately paid, assisted by personnel from the House of Correction who are forbidden to accept money. It will be appreciated, therefore, if persons visiting the warehouses will refrain from offering gratuities for any services rendered.

Honor System! The institutional representatives who visit the Agency warehouses are an unusually fine class of citizens and are given our implicit trust. You are all free to wander at will in selecting items you feel can be used to advantage by your institutions. When you have made your selections, the warehouseman, or his assistants, will bring the property to the check out point for listing on the warehouse receipt and for loading onto your vehicle.

Civil Defense Special Procedures: The procedures for Civil Defense units are substantially the same as for Health and Education donees, with these exceptions:

Civil Defense distribution is restricted to items which have been certified to the State Agency for Surplus Property on Civil Defense Form No. SP-2. If an item which has been inspected at the warehouse is needed by the Civil Defense unit, and is not on the approved list, the warehouseman will be glad to reserve the item for 10 days to give the applicant an opportunity to secure the necessary approval.

The Warehouse Receipt used for issues to Civil Defense units, comes in sets of five copies each. One copy is given to the individual accepting the property; two copies are retained for the Surplus Property Agency's Office files, and two copies are sent to the Director of the Maryland Civil Defense Agency. The latter retains one copy, and forwards the other to the Regional Administrator of FCDA.

In the certification on the warehouse receipt, there are spaces provided for indicating the purpose for which the property is being acquired. It is essential that the person signing the receipt check the appropriate purpose; namely, (a) Training, (b) Operational Readiness, or (c) Reserve Stock.

Catalogs and Lists

The Agency does not issue, regularly, catalogs or lists of property which may be available. By the time such a list could be prepared and be sent to all participants in the State program, many of the items would already have been distributed. The variety of items is so large that it would be a monumental task to list more than a fraction of them.

The State Agency will, however, send out from time to time, lists of items which are in plentiful supply, and some of which, if desired, can be ordered by mail. Also, it will occasionally send out lists of items which have been found to be "slow movers", but which may be of interest to institutions which have not had an opportunity to have their representatives visit the Agency warehouses often.

IT CANNOT BE TOO STRONGLY EMPHASIZED THAT THERE IS NO SUBSTITUTE FOR VISITS TO AGENCY WAREHOUSES IN ORDER TO TAKE THE MAXIMUM ADVANTAGE OF THE DONATION PROGRAM.

Section 10—BILLING PROCEDURE

Save Your Warehouse Receipts! At the time property is issued from a warehouse, the representative of the receiving institution is given a copy of the warehouse receipt. ALL SUCH RECEIPTS SHOULD BE RETAINED IN ORDER TO CHECK THE MONTHLY INVOICE.

Bills in Triplicate: Institutions will be billed, in triplicate, about the 10th of each month for all property acquired during the preceding month. This invoice, which is actually a statement, will not repeat in detail the items on the warehouse receipt. It will simply show the serial number of each receipt, the date of issue, and total amount of service charges assessed.

Minimum Service Charge: No property will be issued for which the Service Charges are less than \$1.00. The cost of paper work procedures make it uneconomical to distribute a single issue of property for less than that amount.

Please Pay Promptly! Since the State Agency operates entirely from income received as Service Charges, participating institutions are requested to make payments within 30 days, if possible. When an account is in arrears more than 90 days, further distribution of property to the institution concerned will be suspended until the arrears have been cleared up.

Don't Send Cash! All payments must be made by check or money order. The Agency is not permitted to accept cash in payment for the property it distributes.

My Maryland.

James R. Randall.

1. The des-pot's heel is on thy shore, Ma-ry-land, my Ma-ry-land! His torch is at thy
2. Hark to an ex-iled son's ap-pel, Ma-ry-land, my Ma-ry-land! My Moth-er State, to
3. Thou wilt not cow-er in the dust, Ma-ry-land, my Ma-ry-land! Thy gleaming sword shall

tem-ple door, Ma-ry-land, my Ma-ry-land! A -venge the pa-tri-ot - it goes That
these I kneel! Ma-ry-land, my Ma-ry-land! For life and death, for weal and woe, Thy
nev-er rust, Ma-ry-land, my Ma-ry-land! Re-mem-ber Car-roll's sac-red trust, Re-

recked the streets of Bal-ti-more, And be the bat-tle-queen of yore, Ma-ry-land, my Ma-ry-land!
peer - less chiv - al - ry reveal, And gird thy beauteous limbs with steel, Ma-ry-land, my Ma-ry-land!
number Howard's war-like thrust, And all thy slumb'ring sons with the just, Ma-ry-land, my Ma-ry-land!

THE Maryland State song, "Maryland, My Maryland," was written by a Marylander who was living in the Confederacy during the War between the States. The air is not original; the words reflect the bitter feeling following the passage through Baltimore of Union troops in 1861 (Chapter 451, Acts of 1939).

Section 11--SERVICE CHARGE

The Federal Surplus Property Program is a Donation Program. The State Agency, which is the official representative of the Federal Government in distributing surplus property in the State of Maryland, does not sell this property, but since the Agency receives no financial assistance from the State or Federal Governments, it must assess a modest Service Charge against each item of property distributed to cover the cost of operating the Agency. It is the fixed policy of the Agency to keep these charges as low as possible, consistent with keeping the Agency in a financially sound condition.

Various methods of determining the proper amount of Service Charge have been tried in the national program, but there is no method which has been proved to be the best. Some State Agencies charge a fixed percentage of the original acquisition cost of an item, but since the condition of property ranges all the way from brand-new to worthless, this system is unfair unless the factor of condition is also taken into consideration. Other Agencies attempt to keep cost-keeping systems for the purpose of arriving at a fair Service Charge, but experience has proved that the keeping of such records is so exceedingly high that it adds materially to the Service Charge that is assessed.

The Maryland Agency operates on a flexible basis which requires a minimum of record keeping and which, after two years of use, has resulted in low charges which compare very favorably with those of other States. Its charges average less than 5 per cent of acquisition cost. The Service Charge on bulky items, such as desks, storage cabinets, etc., is necessarily greater, in terms of percentage of acquisition cost, than is the case with cameras, scientific instruments, etc., which have a low transportation and handling cost.

Although many items are distributed in "as is" condition, some important items, such as typewriters, motor vehicles, and office furniture are repaired or reconditioned before issuing to donees. Naturally, in such cases, the Service Charge must reflect the additional expense incurred in putting the items in good usable condition. Incidentally, it has been found that this reconditioned property is eagerly desired by the institutions, even at the increased Service Charge; whereas the same property, in "as is" condition, moves very slowly.

The Agency has inaugurated a system of tagging all items having an appraised value of \$35 or more. The tag shows all pertinent information, such as a description of the item, its acquisition cost, its fair value, and the amount of Service Charge assessed. On items valued at less than \$35 per unit, the Service Charge is usually determined by the warehouseman, with emphasis on keeping it as low as possible.

Sales of Unusable Surplus Property

In order to eliminate from its warehouses property which has been determined to be beyond economical repair and excess stock which has been found not to be needed in the State or region, the Agency will, once or twice a year, after securing permission from the Federal Government, offer such property for sale by competitive bids. Bid invitations for this type of property are usually sent to second hand and scrap dealers.

IT IS OF NO ADVANTAGE TO PROGRAM PARTICIPANTS TO BID ON THIS PROPERTY BECAUSE THEY CAN OBTAIN IT AT NOMINAL COST THROUGH THE DONATION PROGRAM.

Section 12--ANNUAL "BONUS" OR "DIVIDEND"

One of the basic policies of the Maryland State Program, as incorporated in its Plan of Operation, is the distribution annually, as soon as possible after the close of a fiscal year, June 30th, of a rebate, or dividend to participating institutions of a part, or all, of the credit balance in the Agency account. This figure will be determined by an audit made by the State Auditor.

Distribution of this dividend has been delayed because of the necessity of complying with a Federal request that the Agency give priority to the building up of a modest Working Capital Reserve, to ensure continuation of Agency operations. As soon as the Working Capital Reserve has been built up to the full amount designated by the Federal Government, namely, the amount required to operate the Agency for a single year, the entire credit balance will be distributed each year.

Participating institutions will be given their choice as to having the dividend take the form of a check, or a book credit against future acquisitions from the Agency.

Section 13--DELIVERY SERVICE

The State Agency is not yet equipped to provide complete delivery service. It does, however, provide partial service, as follows:

When a single issue of property is assessed a Service Charge of \$100 or more, free delivery of the property will be made within a radius of 25 miles of the warehouse from which the property is issued.

Delivery does not include services usually performed by movers, such as carrying furniture to upper floors of a building. Normally, delivery will be made to a receiving department or to the first floor of a building.

Arrangements may be made, in individual cases, for delivery of property to locations more than 25 miles distant from the Agency warehouse. There would be no charge for the first 25 miles of such delivery, but a modest charge, sufficient to cover actual cost of transportation, would be made for the additional distance.

Section 14--SPECIAL PROCEDURE FOR MOTOR VEHICLES

Normally, it is expected that motor vehicles will be driven away from the Agency warehouse by a representative of the donee institution. In such cases, the Agency will furnish special Transportation tags and a registration card for each vehicle, to enable the vehicle to be driven legally to the receiving institution. However, such tags and registration cards must be returned immediately to the State Agency after the vehicle has reached its destination. It is not lawful for the donee to use the Transportation tags for any other purpose.

Titles for vehicles cannot always be provided at the time of transfer of a vehicle, but will be sent to the institution as soon thereafter as possible. The usual waiting time is about one week.

When the donee institution retitles a vehicle, the title must be in its own name--not in the name of an individual.

Section 15--COMPLIANCE RESPONSIBILITIES AND RESTRICTIONS

(A) General: The certifications listed below should be read with great care. They are embodied in and form an integral part of every warehouse receipt which an authorized donee representative must sign whenever property is issued from an Agency warehouse. These certifications constitute acceptance, on the part of the donee, of the obligations contained in the certifications.

DONEE CERTIFICATION

The donee hereby certifies that:

(1) It is a tax-supported or non-profit and tax-exempt (under Sec. 501(c) (3) of the Internal Revenue Code of 1954, or Sec. 101 (6) of the Internal Revenue Code of 1939) school system, school, college, university, medical institution, hospital, clinic or health center, or a civil defense organization designated pursuant to State Law, within the meaning of the Act, and the regulations of the Department of Health, Education and Welfare.

(2) The property requested by this document is usable and necessary in the State for either educational, public health, or civil defense purposes, including research for any such purpose; is required for its own use to fill an existing need, and is not being acquired for any other use or purpose, for use outside the State, or for sale.

(3) Funds are available to pay the costs of care and handling incident to donation, including packing, preparation for shipping, loading, and transporting such property.

(4) The property requested by this document is being acquired for the purpose indicated below:

Health _____ Education _____ C.D.Training _____ C. D. Oper.Rd. _____ C.D.Res.St. _____

(5) Property acquired by a donee, regardless of acquisition cost, shall be on an "as is", "where is", basis without warranty of any kind.

(6) Signature of Authorized Representative of Donee.....Date.....

The previous certifications apply to all property, regardless of original acquisition cost. There are additional responsibilities, however, which a donee assumes when acquiring surplus property. Items having an original acquisition cost to the Federal Government of less than \$2,500 per unit are under State compliance jurisdiction. Items of \$2,500 or more in unit cost are subject to Federal restrictions. The compliance requirements for each group will be shown separately.

(B) Additional State Restrictions: These restrictions apply only to items having an original acquisition cost to the Federal Government of less than \$2,500 per unit.

1. Final and complete title to all property which has been put into effective use passes to the receiving institution at the end of one year from the date of acquisition.

2. Property which has not been put into use by the end of one year from the date of acquisition must be reported, in writing, to the Director of the Maryland State Agency for Surplus Property, for disposition instructions.

3. No property may be disposed of by a donee institution, by sale, transfer, or otherwise, before the end of one year from the date of acquisition without the written consent of the Director of the Maryland State Agency.

4. Motor vehicles must be titled in the name of the donee institution, and not in the name of an individual.

5. Surplus property acquired by State of Maryland Agencies is subject to the same rules and regulations, both during and after the one year waiting period, as all other State property.

(C) Additional Federal Restrictions: These restrictions apply only to items having an original acquisition cost to the Federal Government of \$2,500 per unit or more.

Because of their importance from a compliance standpoint, the Federal regulations are reproduced in full, exactly as they appear on DHEW form No. 135. An identical certification is required to be signed at the time of issue of each individual piece of property in this category.

Special attention is directed to the fact that the compliance period for all items except motor vehicles is four years. For motor vehicles, compliance restrictions expire in two years.

The Special Federal Regulations as reproduced from the 135 Form will be found on the following page.

20 TERMS AND CONDITIONS APPLICABLE TO ANY DONATED PROPERTY HAVING A SINGLE ITEM ACQUISITION COST OF \$2,500 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

(a) Such property shall be used only for the educational, public health, or civil defense purpose for which acquired, including research for any such purpose, and for no other purpose.

(b) Donees shall make reports to the State agency on the use, condition, and location of such property and on other pertinent matters as may be required from time to time by the State agency, the Department, or the Federal Civil Defense Administration, as appropriate.

21 TERMS AND CONDITIONS APPLICABLE TO PROPERTY OTHER THAN AIRCRAFT HAVING A SINGLE ITEM ACQUISITION COST OF \$2,500 OR MORE DONATED FOR EDUCATIONAL OR PUBLIC HEALTH PURPOSES:

(a) Such property shall be placed in use for the purpose for which acquired no later than twelve months after acquisition thereof. In the event such property is not placed in use within twelve months of receipt, the donee, within 30 days after the expiration of the twelve-month period, shall notify the Department in writing through the State agency. Title and right to the possession of such property not so placed in use within the above-mentioned period shall at the option of the Department revert to the United States of America, and upon demand the donee shall release such property to such person as the Department or its designee shall direct.

(b) There shall be a period of restriction which will expire after such property has been used for the purpose for which acquired for a period of four years, except that the period of restriction on motor vehicles donated subsequent to June 3, 1955, will expire after a period of two years of such use.

(c) During the period of restriction the donee shall not sell, trade, lease, lend, bail, encumber, or otherwise dispose of such property or remove it for use outside the State without prior written approval of the Department. Any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by the Department, shall be for the benefit and account of the United States of America and the net proceeds thereof shall be received and held in trust for the United States of America and shall be paid promptly to the Department, except in those instances in which the Department determines

that the Government's administrative costs in connection with receipt thereof will exceed such net proceeds.

(d) In the event such property is sold, traded, leased, loaned, bailed, encumbered, or otherwise disposed of during the period of restriction without prior approval, the donee, at the option of the Department, shall be liable to the United States of America for the proceeds of the disposal or for the fair market value of the property at the time of such disposal as determined by the Department.

(e) If during the period of restriction, property is no longer suitable, usable or further needed by the donee for the purpose for which acquired, the donee shall promptly notify the Department through the State agency, and shall, as directed by the Department or State agency, either retransfer the property to such department or agency of the United States of America or such other donee as may be designated, or sell the property at public sale. Such public sale shall be for the benefit and account of the United States of America and the net proceeds thereof shall be received and held in trust for the United States of America and shall be paid promptly to the Department, except in those instances in which the Department determines that the Government's administrative costs in connection with receipt thereof will exceed such net proceeds.

(f) At the option of the Department, the donee may abrogate the terms and conditions set forth in blocks 20 and 21 by payment of an amount as determined by the Department

22 TERMS AND CONDITIONS APPLICABLE TO PROPERTY OTHER THAN AIRCRAFT HAVING A SINGLE ITEM ACQUISITION COST OF \$2,500 OR MORE DONATED FOR CIVIL DEFENSE PURPOSES:

(a) With respect to property donated for civil defense training purposes there shall be a period of restriction which will expire after such property has been used for such purpose for a period of four years, except that the period of restriction on motor vehicles will expire after a period of two years of such use.

(b) With respect to property donated for operational readiness or reserve stock purposes, there shall be a period of restriction which shall continue in full force and effect until released or otherwise terminated in writing by the Federal Civil Defense Administrator.

(c) In the event any donated property is used during the period of restriction for any purpose other than that for which the property was acquired, without prior written authorization by the Federal Civil Defense Administrator, all right, title and interest in and to the property, at the option of the Federal Civil Defense Administrator, shall revert to the United States of America.

(d) During the period of restriction the donee shall not sell, trade, lease, lend, bail, encumber, or otherwise dispose of such property or remove it for use outside the State without prior written approval of the Federal Civil Defense Administrator.

(e) If, during the period of restriction, property is no longer suitable, usable, or further needed for the purpose for which acquired, the donee shall promptly notify the Federal Civil Defense Administrator through the State agency and shall, as directed, by the Federal Civil Defense Administrator or State agency, either retransfer the property to such department or agency of the United States of America or such other donee as may be designated, or sell the property at public sale.

(f) In the event such property is sold, traded, leased, loaned, bailed, encumbered, or otherwise disposed of during the period of restriction without prior approval, the donee, at the option of the Federal Civil Defense Administrator, shall be liable to the United States of America for the proceeds of the disposal or for the fair market value of the property at the time of such disposal as determined by the Federal Civil Defense Administrator.

(g) Property donated for purposes of civil defense reserve stocks shall be stored in accordance with criteria made and approved by the Federal Civil Defense Administrator, and maintained in good operating condition by the donee acquiring title to such property.

23 TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT HAVING AN ACQUISITION COST OF \$2,500 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

(a) Title to aircraft shall pass from the United States of America to the donee upon execution and delivery of a Conditional Transfer Document (Aircraft) containing the terms and conditions provided for in the regulations of the Department.

(b) The donee shall apply to the Civil Aeronautics Administration for registration of the aircraft within 30 days of the receipt of the Conditional Transfer Document (Aircraft), and the donee's application for registration shall include an executed copy of such Conditional Transfer Document (Aircraft).

Section 16--UTILIZATION OF SURPLUS PROPERTY

While the main purpose of the Surplus Property Donation Program is to assist, in every way possible, eligible institutions in meeting their procurements problems, the Federal Government and State Government are equally concerned in achieving the best possible utilization of the property donated. This means that an institution should acquire surplus property only to fill a known need, and not because the cost of such property to the institution is nominal.

It is recognized that institutions sometimes accept, in good faith, items of property which they believe useful to them, but which, later, are found not to be suitable for the purpose intended. Some of these items might be greatly needed by another institution.

In order to achieve maximum utilization of all property issued to donees, the State Agency desires to encourage the retransfer from one eligible institution to another, of property which the first institution has determined not to be usable in its program. The State Agency requests that all items in this category be reported to the State Agency. The Agency will include them in a "Swap List" which will be sent out from time to time to all program participants. A transfer will be strictly an inter-institutional affair, with the stipulation that a transfer of this kind must be approved in advance by the Director of the State Agency, and that the charge to the second institution is no more than the original service charge, plus actual cost of transportation and reconditioning, if any. When such a transfer has been consummated, the State Agency will correct its distribution records as to custody and responsibility for the item.

The above arrangement is in no sense an exception to the Compliance Requirements outlined in Section 15, which require items of this kind to be reported to the State Agency if not put into use before the end of one year. It is simply a method by which it is hoped to secure effective utilization of the property without waiting for a full year to elapse.

One of the interesting aspects of the Surplus Property Program over the past dozen years has been the initiative and inventiveness that has been shown in making unusual uses of items which normally might be regarded as having no educational value or health use. Professors, scientists, and mechanics in educational and health institutions have often been short of funds to carry out important research projects, but they have been long on imagination, ingenuity, and skill, in adapting apparently unusable items for worthwhile purposes. The Maryland State Agency has actively stimulated such utilization by suggesting adaptations which have proved successful. Incidentally, the United States Office of Education issued an interesting pamphlet in 1949, entitled "Adapting Surplus Property to Educational Use", which contained explanations, with illustrations, of 344 successful adaptations of this kind.

Section 17--VISITS TO FEDERAL INSTALLATIONS

One of the reasons for establishing a single State Agency for Surplus Property in each State was to eliminate the disruption of work caused at military bases immediately after World War II, when numerous representatives of individual schools and colleges visited the bases to inspect property for allocation to their institutions. A great deal of time of Property Disposal Officers and their assistants was devoted to showing the same property over and over again to various educational representatives.

Federal regulations provide that only designated representatives of the Department of Health, Education and Welfare shall have authority to visit Government installations for the purpose of inspecting surplus property, in the name of DHEW, and selecting items for distribution to eligible institutions. DHEW designates only representatives of a State Agency for Surplus Property to perform these duties.

Representatives of donee institutions are requested to refrain from unauthorized screening of property at Federal installations. It is unfair to the institutions that obey the rules.

Section 18--AIRCRAFT REGULATIONS

The regulations with respect to aircraft are more complicated than those relating to property generally, and each transfer of property of this type requires execution of a special agreement. Institutions interested in Aircraft should make their needs known to the Director of the State Agency, who will give personal attention to procurement of each plane and the details of transfer.

Section 19--SPECIAL INTEREST GROUPS

In addition to educational and health institutions, and Civil Defense Units, there are a number of other organizations which are eligible to procure surplus Federal personal property--but from Defense Agencies only. These activities include Military Academies, the Boy Scouts, the Girl Scouts, the Camp Fire Girls, the Boys' Clubs of America, and the Civil Air Patrol. The Defense Department regards these groups as of special interest to the military program of the country because they are potential sources of trained, or partially trained, manpower. The Department may, from time to time, add new groups to the list of eligibles.

These so-called "Special Interest Groups", at the present time, cannot obtain any property through State Agencies for Surplus Property. The Agency's relations with these groups are confined to two relatively minor functions:

(a) Military Agencies issuing property to any of the "special interest activities" are required to send a copy of each warehouse issue document to the Director of the State Agency for Surplus Property in the State in which the property is issued. These copies of warehouse issue documents are filed as a part of the Agency's records.

(b) In case one of the eligible special interest activities has acquired property which it is unable to use effectively in its program, it must report the item, in writing, to the State Director of Surplus Property for possible utilization for Education, Health, or Civil Defense purposes. The Director replies in writing to all such reports.

Individuals connected with any of the groups named in this section should make application for surplus property through the appropriate officials in their own organizations. The Defense Department has made contractual agreements with the groups named, specifying in detail the procedures for obtaining surplus property.

Section 20--REAL PROPERTY

While Educational and Health agencies are eligible to acquire real property (land and buildings), the opportunities in Maryland are relatively scarce, and the procedures and compliance requirements are entirely different and much more complicated than those relating to personal property (equipment, supplies, etc.)

Civil Defense units are not eligible for real property, but municipalities, libraries, and some other groups which are not included in the personal property program, are eligible to obtain real property.

For the above reasons, full information concerning real property is not included in this pamphlet.

Whenever any real property opportunity presents itself in the State, it will be called to the attention of eligible institutions in the county in which the property is located, and these institutions will be invited to make application for the property, if interested, with a justification of need for same.

Occasionally, an opportunity arises to secure, from military bases in Maryland and other States, portable buildings such as Quonset Huts, or frame structures, which can be disassembled and re-erected. Such opportunities will be carefully examined to determine usability of the structures, the cost of disassembling, transportation, re-erection, etc., and if deemed economically practical, will be brought to the attention of all eligible institutions which have expressed an interest in buildings of this general type.

Section 21--SURPLUS FOOD PROGRAM

The Maryland State Agency for Surplus Property has no connection whatever with the distribution of surplus Government foodstuffs, such as dairy products, vegetables, fruit, canned goods, etc.

The so-called "Surplus Commodities Program", sponsored by the United States Department of Agriculture, is handled in the State of Maryland by two agencies:

- (a) The State Department of Budget and Procurement handles the distribution to eligible State institutions and Non-profit hospitals and welfare organizations.
- (b) The State Department of Education is in charge of distribution to public schools and other educational agencies.



Built in 1772, Maryland's Colonial State House is the oldest in America still in actual use.

CIVIL DEFENSE

MARYLAND CIVIL DEFENSE AGENCY, Sherley Ewing, Director
Pikesville, Maryland. Telephone: HUNter 6-4422

BALTIMORE CITY	Colonel Frank Milani Room 419, City Hall, Baltimore 2, Maryland, Plaza 2-2000
ALLEGANY COUNTY	William C. Barger, 715 LaVale Terrace Cumberland, Maryland, Parkview 4-2850
ANNE ARUNDEL COUNTY	Col. Theodore F. Watts, Court House Annapolis, Maryland Colonial 3-2763
BALTIMORE COUNTY	William P. Bolton, 201 West Chesapeake Avenue Towson 4, Maryland Valley 5-1014
CALVERT COUNTY	William E. Hance, Huntington, Maryland Prince Frederick 101
CAROLINE COUNTY	John S. Legates, Box 301 Denton, Maryland Denton 222
CARROLL COUNTY	W. Warfield Babylon, Box 223, 66 E. Main Street Westminster, Maryland Tilden 8-8585
CECIL COUNTY	John J. Ward, 250 E. Main Street Elkton, Maryland Elkton 287
CHARLES COUNTY	Miss Louise S. Matthews, Court House LaPlata, Maryland West 4-8141 Ext. 20
DORCHESTER COUNTY	A. Leroy Willey, 436 Dorchester Avenue Cambridge, Maryland Cambridge 1938
FREDERICK COUNTY	Lawrence H. Crickenberger, Winchester Hall E. Church St. Frederick, Maryland Monument 2-4161
GARRETT COUNTY	Fred Tichnell, 106 Liberty Street Oakland, Maryland Deerfield 4-2468
HARFORD COUNTY	Paul H. Seward, 18 Office Street Bel Air, Maryland Bel Air 1179
HOWARD COUNTY	Herbert C. Brown, (Deputy Director) Court House Ellicott City, Maryland Ellicott City 840
KENT COUNTY	Lt. Col. Harry S. Russell Chestertown, Maryland Chestertown 1
MONTGOMERY COUNTY	Adm. Glenn Hartwig (Deputy Director) County Office Building, Rockville, Maryland Poplar 2-2142
PRINCE GEORGE'S COUNTY	R. Hal Silvers, Office of Civil Defense Greenbelt Armory, Greenbelt, Maryland Tower 9-6602
QUEEN ANNE'S COUNTY	Leonard A. Renshaw, P. O. Box 504 Centreville, Maryland Centreville 581
ST. MARY'S COUNTY	M. Chapman Thompson, Jr. Leonardtwn, Maryland Greenwood 5-2031
SOMERSET COUNTY	John S. Morris, Princess Anne, Maryland Princess Anne 7576
TALBOT COUNTY	Richmond W. Hill, County Building Easton, Maryland, Talbot 2-2030
WASHINGTON COUNTY	Charles L. Mobley, c/o County Commissioners Office Court House, Hagerstown, Maryland Region 9-6640
WICOMICO COUNTY	John L. Morris, Att: Phillip Cooper, City Hall Salisbury, Maryland Pioneer 2-2289
WORCHESTER COUNTY	John H. Pigman, c/o Magee Oil Company Berlin, Maryland Berlin 33